

BOARD OF SUPERVISORS

Brown County

305 E. WALNUT STREET

E-Mail: BrownCountyCountyBoard@co.brown.wi.us

P. O. BOX 23600

GREEN BAY, WISCONSIN 54305-3600



PHONE (920) 448-4015 FAX (920) 448-6221

"PUBLIC NOTICE OF MEETING"

Pursuant to Section 19.84 Wis. Stats., notice is hereby given to the public that the following meetings will be held

**THE WEEK OF
AUGUST 13 – 17, 2018**

MONDAY, AUGUST 13, 2018

- | | | |
|----------|--|--|
| *4:30 pm | Neville Public Museum Governing Board | 3 rd Fl. Boardroom – Neville Museum
210 Museum Place |
| *6:00 pm | Library Board – <i>Notice of Possible Quorum</i> | Central Library Auditorium
515 Pine Street |

TUESDAY, AUGUST 14, 2018

- | | | |
|-----------|------------------------------------|---|
| *12:00 pm | Library Board | Central Library Board Room
515 Pine Street |
| *4:30 pm | Veterans' Recognition Subcommittee | Room 201, Northern Building
305 E. Walnut Street |

WEDNESDAY, AUGUST 15, 2018

- | | | |
|----------|--|---|
| *5:00 pm | Brown County Board of Supervisors – <i>Notice of Possible Quorum</i> | Brown County Fairgrounds
1500 Ft. Howard Avenue, De Pere |
| *7:00 pm | Brown County Board of Supervisors | Legislative Room 203, City Hall
100 N. Jefferson Street |

THURSDAY, AUGUST 16, 2018

(No Meetings)

FRIDAY, AUGUST 17, 2018

(No Meetings)

Any person wishing to attend who, because of a disability, requires special accommodation, should contact the Brown County Human Resources Office at 448-4065 by 4:30 p.m. on the day before the meeting so that arrangements can be made.

NEVILLE PUBLIC MUSEUM
OF BROWN COUNTY



BRIDGING COMMUNITIES, CONNECTING GENERATIONS
NEVILLEPUBLICMUSEUM.ORG

NEVILLE PUBLIC MUSEUM GOVERNING BOARD

AGENDA

August 13, 2018

4:30 p.m.

**Neville Public Museum
Boardroom
3rd floor**

- I. Call meeting to order
- II. Approve/modify agenda
- III. Museum Directors Report
 - a. Budget Status and Update
 - b. Core Gallery Interpretive Plan Update
 - c. Outreach and Advocacy Update
- IV. Such other matters as authorized by law
- V. Adjournment

Kevin Kuehn, Chair

Please contact Beth Lemke at 448-7848 if you cannot attend this meeting

Notice is hereby given that action by the Committee may be taken on any of the items, which are described or listed in this agenda.

Please take notice that it is possible additional members of the Board of Supervisors may attend this meeting, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this agenda.



BROWN COUNTY LIBRARY

515 PINE STREET
GREEN BAY, WISCONSIN 54301-5194

PHONE (920) 448-4400

JOHN VAN DYCK

PRESIDENT, LIBRARY BOARD OF TRUSTEES

www.browncountylibrary.org

**NOTICE OF POSSIBLE QUORUM of BROWN COUNTY LIBRARY BOARD
Public Forum and Meet and Greet with Library Executive Director Finalists**

**Central Library Auditorium
515 Pine Street, Green Bay, WI 54301**

**Monday, August 13, 2018
6:00 – 7:30 p.m.**

Members of the Brown County Library Board have been invited to attend the public forum and meet and greet with the Library Director finalists.

This public notice is being posted in the event there may be a quorum of the Library Board at the August 13, 2018 event. This is not an official meeting of the Board and no action will be taken.

AGENDA

1. Introductions
2. Presentations by three finalists (12 minutes each)
3. Audience Questions and Answers (presented as a panel)
4. Meet & greet with the finalists

John Van Dyck
Library Board President



BROWN COUNTY LIBRARY

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JOHN VAN DYCK

PRESIDENT, LIBRARY BOARD OF TRUSTEES

www.browncountylibrary.org

BROWN COUNTY LIBRARY BOARD

Central Library

Board Room

515 Pine Street, Green Bay, WI 54301

Tuesday, August 14, 2018

Noon

AGENDA

1. Call to Order
2. Approve/Modify Agenda
3. **Open Session:** Discussion and Possible Motion to Convene in Closed Session
4. **Closed session** pursuant to Wis. Stat. § 19.85(1)(c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility –final interviews of Library Director candidates.
5. **Reconvene in Open Session:** Approve any action that may have been recommended in Closed Session
6. Discussion and Possible Action of Revised Denmark Branch Hours
7. Discussion and Possible Action Regarding Denmark Branch Location
8. Approve June and July Financial, and Gifts, Grants and Donation Reports
9. President's Report
10. Library Report
11. Other Business
12. Such Other Matters as are Authorized by Law
13. Adjournment

John Van Dyck
Library Board President

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VETERANS RECOGNITION SUBCOMMITTEE

Bernie Erickson, Chair
Ed Koslowski, Vice Chair
Joan Brusky, Ken Corry,
Louise Dahlke, Jim Haskins, Kerry
Metoxen, Duane Pierce

VETERANS' RECOGNITION SUBCOMMITTEE

Tuesday, August 14, 2018
4:30 pm
Room 201, Northern Building
305 E. Walnut Street
Green Bay, WI

NOTICE IS HEREBY GIVEN THAT THE COMMITTEE MAY TAKE ACTION ON ANY ITEMS LISTED ON THE AGENDA

1. Call Meeting to Order.
2. Approve/Modify Agenda.
3. Approve/Modify Minutes of July 17, 2018.
4. Budget Status Financial Report – June, 2018.
5. Update re: Honor Rewards Program.
6. Discussion re: 2018 Veterans' Appreciation Day at the Brown County Fair.
 - a. Finalization of program agenda and other details.
7. Report from CVSO Jerry Polus.
8. Report from Committee Members Present (Erickson, Brusky, Corry, Dahlke, Haskins, Koslowski, Metoxen, Pierce).
9. Such Other Matters as Authorized by Law.
10. Adjourn.

Bernie Erickson, Chair

Notice is hereby given that action by Committee may be taken on any of the items which are described or listed in this agenda. Please take notice that it is possible additional members of the Board of Supervisors may attend this meeting, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this agenda.

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PATRICK W. MOYNIHAN JR., CHAIR

THOMAS J. LUND, VICE CHAIR

NOTICE OF POSSIBLE QUORUM OF BROWN COUNTY BOARD OF SUPERVISORS **Invitation to Tour the Brown County Fair and Fairgrounds**

Location: Brown County Fairgrounds

Address: 1500 Fort Howard Ave., De Pere, WI

Date: Wednesday, August 15, 2018

Time: 5:00 – 6:00 p.m.

The Brown County Board of Supervisors is invited to a free tour of the Brown County Fair and Fairgrounds on Wednesday, August 15, 2018 at the location, address, date and time displayed above. The tour will last approximately one hour. Tour participants must use the south entrance. Attached is a map showing the meeting location for the tour, which will be just outside the Fair Office which is located in the Junior and Open Class Exhibit Building.

This Public Notice is being posted as it is possible that there may be a quorum of the Brown County Board of Supervisors present at this August 15, 2018 event. While the purpose of this event is to familiarize Brown County Board Supervisors with the Fair and Fairgrounds, and even though no county business will be conducted, because it is possible that a quorum of the Brown County Board of Supervisors may be in attendance, this event is also open and accessible for free to the general public.

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PATRICK W. MOYNIHAN JR., CHAIR

THOMAS J. LUND, VICE CHAIR

PUBLIC NOTICE OF MEETING

Pursuant to Section 19.85 and 59.094, Wis. Stats., notice is hereby given to the public that the regular meeting of the **BROWN COUNTY BOARD OF SUPERVISORS** will be held on Wednesday, August 15, 2018 at 7:00 p.m., in the Legislative Room 203, 100 North Jefferson St., Green Bay, Wisconsin.

NOTICE IS HEREBY GIVEN THAT THE COUNTY BOARD MAY TAKE ACTION ON ANY ITEM ON THE AGENDA

The following matters will be considered:

Call to Order.

Invocation.

Pledge of Allegiance to the Flag.

Opening Roll Call.

1. **Adoption of Agenda.**
2. **Comments from the Public:**
 - a. State name and address for the record.
 - b. Comments will be limited to five minutes.
 - c. The Board's role is to listen to public comments, and not to ask questions, discuss nor take action regarding public comments.
3. **Adoption of Minutes of July 18, 2018.**
4. **Announcements by Supervisors.**
5. **Presentation of Communications for Consideration:**
 - a. Reconsideration of Vote: Communication from Vice Chairman Tom Lund re: I would like to reconsider my vote on Item 10i: 2 "should cannabis be legalized in Wisconsin for medicinal purposes, and regulated in the same manner as other prescription drugs?"
 - b. Late Communications.
6. **Appointments by County Board Chair and County Executive:**
 - a. Reappointment of Richard Huxford and Thomas Perock to the Adjustment Board.

7. **Reports of the:**
 - a. County Board Chair.
 - b. County Board Executive.

8. **Other Reports: (None)**

9. **Standing Committee Reports:**

a) REPORT OF ADMINISTRATION COMMITTEE OF AUGUST 1, 2018:

1. Review minutes of:
 - a. Housing Authority (May 21, 2018 & June 25, 2018). Receive and place on file.
 - b. Housing Authority Project Based Voucher Advisory Subcommittee (May 18, 2018). Receive and place on file.
2. Communication from Supervisor Gruszynski: That the Brown County Board make a recommendation to the County Treasurer to include the amount of tax payer money being spent on private vouchers to increase transparency on education spending in the county. To hold until September.
3. Communication from Supervisor Van Dyck re: Reallocate up to \$500,000 of Sales Tax Revenue to purchase the software and audio and video equipment necessary to record, document and archive County Board meetings. To hold until September.
4. Communication from Supervisor Linssen re: Review access of County email access from external applications. To hold for 30 days.
5. Communication from Supervisor Kneiszel: Request the Brown County Department of Technology Services give a presentation on the costs and practical use of IQM2 total media management on similar video meeting archive software. To hold until September.
6. Communication from Supervisor Becker: For Corporation Counsel to review Brown County Ordinance 2.04(3)(D) for constitutionally proper options for invocation if current section is modified, replaced, or removed. To refer to Executive Committee with the option of looking at rotation options.
7. Communication from Supervisor Schadewald re: I request the Human Services Committee and the Administration Committee to examine proposals to find ways to attract and keep the local resident in psychiatry to stay and work in Brown County. *May motion: To direct this to the HR Department for an analysis to see if there was some incentivizing that could be done with the large number of people who were doing their residency in psychiatry and bring back in 90 days.* Receive and place on file.
8. County Clerk - Budget Status Financial Report for June 2018 – Unaudited. Receive and place on file.
9. Child Support - Budget Status Financial Report for June 2018 – Unaudited. Receive and place on file.
10. Child Support - Director Summary. Receive and place on file.
11. HR - Budget Status Financial Report for June 2018 – Unaudited. Receive and place on file.
12. HR - Resolution Approving Changes to the Brown County Employee Health Insurance Plan During the 2018 Calendar Year. To approve. See Resolutions & Ordinances.
13. Human Resources Report. To suspend the rules to take Items 13a-d together.
 - a. Turnover Report for June 2018.
 - b. Dept. Vacancies Report as of July 17, 2018.
 - c. Health & Dental Reports from M3 (May 2018).
 - d. Turnover report with BLS Statistics. Receive and place on file Items 13a-d.
14. Technology Services - Budget Status Financial Report for June 2018 - Unaudited. Receive and place on file.
15. Technology Services - Discussion and possible recommendation/direction re: Video and Closed Captioning. To recommend researching costs on Item 3 and refer to Executive Committee when information is available.
16. Technology Services Monthly Report. Receive and place on file.

17. Corporation Counsel - Budget Status Financial Report for June 2018 - Unaudited. Receive and place on file.
18. Corporation Counsel - Oral Corporation Counsel Report. Receive and place on file.
19. Dept. of Admin - Budget Status Financial Report for June 2018 – Unaudited. Receive and place on file.
20. Dept. of Admin - Budget Adjustment Log. Receive and place on file.
21. Dept. of Admin - Discussion and possible action regarding the *Expo Center Redevelopment Project Management (PM) Services* Request for Proposal (RFP). To approve.
22. Dept. of Admin - Discussion and possible action regarding the *Expo Hall Center Redevelopment Architecture and Engineering (A/E) Services* Request for Proposal (RFP). To approve.
23. Dept. of Admin - Director's Report. Receive and place on file.
24. Treasurer - Review of Treasurers Dept. Budget Performance Report for June 2018 (unaudited). Receive and place on file.
25. Treasurer - Discussion and possible action re: request from previous owner, Roy F. Bartels, to grant "Preference to Former Owner" per Brown County Code Section 3.06(5)(c) regarding the sale of Parcel Number 6H-1223-2, taken through the In Rem process, with physical address of 2535 West Point Road, Green Bay, WI 54304. To follow the standard operating procedure and put the home up for auction.
26. Treasurer - Discussion and possible action on the sale of the following tax deed parcels (Auction results of July 31, 2018 to be passed out to Supervisors at meeting):
Parcel 1-1346 at 1605 11th Ave. in the City of Green Bay – High bid \$????. To accept offer from John Moran for \$45,500.
Parcel ED-1128-11-2 at Eau Pleine Ct. in the City of DePere – High bid \$??? To accept offer from Lincoln Ward for \$435.
27. Treasurer - Discussion and possible action on the sale of the following tax deed parcels located in the City of Green Bay to the Green Bay Redevelopment Authority:

Parcel #	Address	Municipal Sale \$
1-925	1305 S Chestnut Ave., City of Green Bay Vacant Land	\$ 3,358.54
18-503	927 N Broadway, City of Green Bay Vacant Land	\$ 7,835.32
20-44-37	1233-1235 Reber St., City of Green Bay Vacant Land	\$ 5,397.30 \$ 500
3-698	410 Fifteenth Ave., City of Green Bay Vacant Land	\$ 4,260.75
5-795	619 Roy Ave., City of Green Bay Vacant Land	\$ 3,244.02

To sell all five parcels at the Redevelopment offer.
28. Audit of bills. To acknowledge the receipt of the bills.

b) REPORT OF EDUCATION AND RECREATION COMMITTEE OF JULY 26, 2018:

1. Consent Agenda - Minutes of the Neville Public Museum Governing Board (July 9, 2018). To approve consent agenda.
2. Consent Agenda - Budget Status Financial Report for June 2018 (Unaudited) – Golf Course. To approve consent agenda.
3. Consent Agenda - Financial Statistics for June 2018 – Golf Course. To approve consent agenda.
4. Consent Agenda - Budget Status Financial Report for June 2018 (Unaudited) – Museum. To approve consent agenda.
5. Consent Agenda - Budget Status Financial Report for June 2018 (Unaudited) – Parks Department. To approve consent agenda.
6. Consent Agenda - June 2018 Field Staff Reports – Parks Department. To approve consent agenda.
7. Consent Agenda - Budget Status Financial Report for June 2018 (Unaudited) – NEW Zoo. To approve consent agenda.
8. Consent Agenda - Monthly Activity Reports – NEW Zoo. To approve consent agenda.
9. Communication from Supervisor Erickson re: To keep the Veterans Memorial Monument located between the arena and Shopko Hall in the new building to be constructed on just

- outside the new building. The monument honoring veterans has stood for almost the life of the arena. To refer to staff to include in the architectural design of the new facility.
10. Communication from Supervisor Erickson re: Have the Parks Department look into purchasing the old Eagle's Nest to add a much needed safe harbor and boat launch. To refer to staff and come back in 60 days with a follow up.
 11. Golf Course - Superintendent's Report. Receive and place on file.
 12. Museum - 2019 Capital Project 5-Year Outlook Summary. To approve the 2019 Capital Project 5-Year Outlook Summary.
 13. Museum - Director's Report. Receive and place on file.
 14. Library - 2019 Capital Project 5-Year Outlook Summary. *See action at Item 12 above.*
 15. Library - Director's Report. *No action taken.*
 16. Zoo & Park Mgmt. - 2019 Capital Project 5-Year Outlook Summary – Zoo & Park Mgmt. *See action at Item 12 above.*
 17. Zoo & Park Mgmt. - Standing Item – Fairgrounds Strategic and Master Plan – Parks Department. *No action taken.*
 18. Zoo & Park Mgmt. - Director's Report – Parks Management. Receive and place on file.
 19. Zoo & Park Mgmt. - Director's Report – NEW Zoo.
 - a. Strategic and Master Plan update. Receive and place on file.
 20. Action Items - Budget Adjustment Request (18-84) re: Reallocation of more than 10% of the funds original appropriated between any of the levels of appropriation – Parks Department. To approve.
 21. Audit of Bills. To pay the bills.

c) REPORT OF EXECUTIVE COMMITTEE OF AUGUST 6, 2018:

1. Review Minutes of: None.
2. Legal Bills - Review and Possible Action on Legal Bills to be paid. To pay.
3. Communication from Veterans' Recognition Subcommittee re: Proclamation Declaring August 19, 2018 as Reservists and National Guard Past and Present Day – Request for Approval. To approve.
4. Communication from Supervisor Landwehr: To amend Chapter 2 of Brown County's Ordinances to move all communications after Resolutions and Ordinances. This move would respect our department head's time by allowing them to be excused after issues related to their roles are completed. To refer to Committee Chairs to refine communications.
5. Communication from Supervisor Lefebvre re: So to represent our community, I'm asking that the County Board replace the invocation presented by the Board Vice Chair with-one month a Priest will present the invocation, then the next month a Minister, following month a Rabbi and finally an Iman. All these faiths are present in and part of our community. Receive and place on file.
6. Communication from Supervisor Becker: For Corporation Counsel to review Brown County Ordinance 2.04(3)(D) for constitutionally proper options for invocation if current section is modified, replaced, or removed. *Admin motion: To refer to Executive Committee with the option of looking at rotation options.* Receive and place on file.
7. Resolution Adopting Brown County's 2019 Five-Year Capital Improvement Plan. To approve. See Resolutions & Ordinances.
8. Resolution Approving Changes to the Brown County Employee Health Insurance Plan During the 2018 Calendar Year. To approve. See Resolutions & Ordinances.
9. Resolution to Create an Advisory Citizens Redistricting Sub-Committee to Report to the Brown County Executive Committee. To approve with the changes outlined above and refer to Administration Committee. See Resolutions & Ordinances.
10. Resolution In Support of the State of Wisconsin Regulating All Substances Derived From the Cannabis Sativa Plant. Receive and place on file. See Resolutions & Ordinances.

11. Internal Auditor - Board of Supervisors Budget Status Report (Unaudited) & Veterans Recognition Subcommittee Budget Status Report (Unaudited) – June 2018. Receive and place on file.
12. Internal Auditor - Status Update: July 1 – July 31, 2018. Receive and place on file.
13. HR Director's Report. Receive and place on file.
14. Corporation Counsel's Report. *No report; no action taken.*
15. Dept. of Admin - Discussion and possible action regarding the *Expo Center Redevelopment Project Management (PM) Services* Request for Proposal (RFP). To approve.
16. Dept. of Admin - Discussion and possible action regarding the *Expo Hall Center Redevelopment Architecture and Engineering (A/E) Services* Request for Proposal (RFP). To approve.
17. Dept. of Admin - Director of Administration's Report.
 - i. To reconsider previous vote on the 2019 Capital Project 5-Year Outlook Summary (Item 7).
 - ii. To approve revised 2019 Capital Project 5-Year Outlook Summary.
 - iii. Receive and place on file.
18. County Executive's Report. *No report; no action taken.*

d) REPORT OF HUMAN SERVICES COMMITTEE OF JULY 25, 2018:

1. Review Minutes of:
 - a. Children With Disabilities Education Board (May 8 & June 19, 2018).
 - b. Criminal Justice Coordinating Board (May 10, 2018).
 - c. Human Services Board (May 10 & June 14, 2018).
 - d. Veterans' Recognition Subcommittee (June 19, 2018).
 - i. Suspend the rules to take Items 1a-d.
 - ii. Receive and place on file Items 1a-d.
2. Mental Health Sub-Committee Update. *No action taken.*
3. Wind Turbine Update - Receive new information – Standing Item. Receive and place on file.
4. Health & Human Services Dept. - Budget Adjustment Request (18-85): Any increase in expenses with an offsetting increase in revenue. To approve.
5. Health & Human Services Dept. - Safe and Stable Housing Pilot RFQ (Draft). *Motion at June meeting: To send back to staff with direction to consult with court staff of the various treatment courts and to add language to the RFQ to ensure it meets the needs of the treatment courts.* To approve.
6. Health & Human Services Dept. - 2019 Capital Project 5-Year Outlook Summary. To approve.
7. Health & Human Services Dept. - Executive Director's Report. Receive and place on file.
8. Health & Human Services Dept. - Presentation of CTC Internal Operational Analysis Overview by Schenck. Receive and place on file.
9. Health & Human Services Dept. - Financial Report for Community Treatment Center and Community Services. Receive and place on file.
10. Health & Human Services Dept. - Statistical Reports. To suspend the rules to take 10a, 10ai, 10aii, 10aiii, b, c.
 - a) Monthly CTC Data.
 - i. Bay Haven Crisis Diversion.
 - ii. Nicolet Psychiatric Center.
 - iii. CTC Double Shifts.
 - b) Child Protection – Child Abuse/Neglect Report.
 - c) Monthly Contract Update. Receive and place on file Items 10a, 10ai, 10aii, 10aiii, b, c.
11. Health & Human Services Dept. - Request for New Non-Continuous and Contract Providers and New Provider Contract. To approve.
12. Audit of bills. To acknowledge receipt of the bills.

e) REPORT OF PLANNING, DEVELOPMENT & TRANSPORTATION COMMITTEE OF JULY 23, 2018:

1. Review Minutes of: None.
2. Presentation - Report on County Highway Intersection Safety & Stop Condition Rumble Strips. Receive and place on file.
3. UW-Ext - Budget Financial Status Report for June 2018 – Unaudited. Receive and place on file.
4. UW-Ext - Budget Adjustment Request (18-83): Any increase in expenses with an offsetting increase in revenue. To approve.
5. UW-Ext - Director's Report. Receive and place on file.
6. Airport 2019 Capital Project 5-Year Outlook Summary. To approve.
7. Airport - Budget Status Financial Report for June 2018 – Unaudited. Receive and place on file.
8. Airport - Departmental Opening Summary. Receive and place on file.
9. Airport - Director's Report.
 - a. 12-Hour Shift Report. Receive and place on file.
10. Port & Resource Recovery 2019 Capital Project 5-Year Outlook Summary. To approve.
11. Port & Resource Recovery - 2nd Qtr Budget Status Report – Port. Receive and place on file.
12. Port & Resource Recovery - 2nd Qtr Budget Status Report – Resource Recovery. Receive and place on file.
13. Port & Resource Recovery - Strategic Public Communications Plan Project #2251 RFP - Request for Approval. To approve Project #2251 RFP.
14. Port & Resource Recovery - Director's Report. Receive and place on file.
15. Planning and Land Services 2019 Capital Project 5-Year Outlook Summary. To approve.
16. Land Information Office – Appointment of Norb Dantine to the Brown County Land Information Council. Bernie Erickson as substitute. To approve the appointment of Norb Dantine to the Brown County Land Information Council, Bernie Erickson as sub.
17. Public Works 2019 Capital Project 5-Year Outlook Summary. To approve.
18. Public Works - Recommendation and Approval of Courthouse Dome Restoration. To clean the courthouse dome to patina naturally and accept the contribution from Simpson Gumpertz & Heger (SGH) for \$40,000.
19. Public Works - Recommendation and Approval Public Works Tree Trimming Policy. To approve the Public Works Tree Trimming Policy.
20. Public Works - Summary of Operations. Receive and place on file.
21. Public Works - Director's Report. Receive and place on file.
22. Register of Deeds – Budget Status Financial Report for June 2018 - Unaudited. Receive and place on file.
23. Acknowledging the bills. Acknowledge receipt of the bills.

ei) REPORT OF LAND CONSERVATION SUBCOMMITTEE COMMITTEE OF JULY 23, 2018:

1. Land Con - Budget Status Financial Report for June 2018 (unaudited). Receive and place on file.
2. Land Con - Open Positions Report. Receive and place on file.
3. Land Con - Phosphorous Multi-Discharger Variance Participation-Request to approve participation. To approve.
4. Land Con - Directors Report.
 - a. Lake Michigan Day-August 10th
 - b. Upper East-Plum Kankapot Watershed projects-Update. Receive and place on file.

f) REPORT OF PUBLIC SAFETY COMMITTEE OF AUGUST 1, 2018:

1. Review Minutes of:
 - a. Criminal Justice Coordinating Board (May 10, 2018). Receive and place on file.
 - b. Local Emergency Planning Committee – LEPC (July 10, 2018). Receive and place on file.

- c. Public Safety Communications Advisory Board (January 24, 2018). Receive and place on file.
2. Medical Examiner - 2019 Capital Project 5-Year Outlook Summary. To approve.
3. Medical Examiner - Budget Status Financial Report for June 2018 – Unaudited. Receive and place on file.
4. Medical Examiner - 2018 Medical Examiner Activity Spreadsheet. Receive and place on file.
5. Public Safety Communications - Budget Status Financial Report for June 2018 – Unaudited. Receive and place on file.
6. Public Safety Communications - Budget Adjustment Request (18-87): Any increase in expenses with an offsetting increase in revenue. To approve.
7. Public Safety Communications - Director's Report. *No action taken.*
8. Circuit Courts, Commissioners, Probate - Budget Status Financial Report for June 2018 – Unaudited. Receive and place on file.
9. Circuit Courts, Commissioners, Probate - Director's Report. *No action taken.*
10. Emergency Mgmt. - Budget Status Financial Report for June 2018 – Unaudited. Receive and place on file.
11. Emergency Mgmt. - Director's Report. Receive and place on file.
12. Sheriff - Update on Jail Addition – *Standing Item. No action taken.*
13. Sheriff - Budget Status Financial Report for May and June 2018 – Unaudited. Receive and place on file.
14. Sheriff - 2019 Capital Project 5-Year Outlook Summary. To approve.
15. Sheriff - Medical Services Contract for the Jail RFP Award. To approve an RFP for the jail medical services contract.
16. Sheriff - An Ordinance to Amend Chapter 31 of the Brown County Code of Ordinances by Creating Section 31.27 (Electronic Cigarette and Vapor/Vaping Device Ordinance). To approve. See Resolutions & Ordinances.
17. Sheriff's Report. Receive and place on file.
18. Communication from Supervisor Ballard re: For Public Safety to direct staff to explore the financial feasibility and outcomes of having a sheriff supervised work crew of jail inmates to fill the gaps for the shortage of seasonal employees to possibly begin in the 2019 budget year. Receive and place on file.
19. Communication from Supervisor Gruszynski re: That Brown County look at a proposal to not house federal inmates in Brown County jails. *July motion: To hold for 30 days to address questions presented at this meeting.* Receive and place on file.
20. Communication from Supervisor Schadewald re: I make the following request that this committee review available jail planning studies, including the PONI, a Jail and Justice System Assessment, and any other local studies for better planning in both the short term and long-term. To receive and place on file.
21. Communication from Supervisor Schadewald re: I make the following request that the terms (low, medium, and high risk) inmates be defined so we can discuss the diversion programs options using agreed upon terms. To hold for one month.
22. Communication from Supervisors Sieber/Linssen/Becker re: To include in the 2018 budget up to \$150,000 to RFP for services to find efficiencies in our criminal justice system. To hold for 30 days.
23. Communication from Supervisors Brusky and Schadewald re: This is our request to form a Criminal Justice System Efficiency Improvement Work Group. This multi-function team would seek to identify opportunities to increase the justice system's operational efficiency and recommend specific actions to contain the growth and/or reduce the system's operating costs. To refer to Criminal Justice Coordinating Board to bring back a report at the October Public Safety meeting regarding the System Efficiency Improvement Work Group.
24. Communication from Supervisor Buckley re: Have the District Attorney's Office be prepared to have a discussion on potential offenses that can/could be sent to Municipal Court for action. To hold until the December Public Safety Committee meeting.
25. Audit of bills. To acknowledge receipt of the bills.

10. **RESOLUTIONS & ORDINANCES:**

Budget Adjustments Requiring County Board Approval

- a. Resolution Approving Budget Adjustments to Various Department Budgets.

Administration Committee and Executive Committee

- b. Resolution Approving Changes to the Brown County Employee Health Insurance Plan During the 2018 Calendar Year.

Executive Committee

- c. Resolution Adopting Brown County's 2019 Five-Year Capital Improvement Plan.
d. Resolution to Create an Advisory Citizens Redistricting Sub-Committee to Report to the Brown County Executive Committee.
e. Resolution In Support of the State of Wisconsin Regulating All Substances Derived From the Cannabis Sativa Plant.

Public Safety Committee

- f. An Ordinance to Amend Chapter 31 of the Brown County Code of Ordinances by Creating Section 31.27 (Electronic Cigarette and Vapor/Vaping Device Ordinance).

11. **Closed Session:** (None)

12. Such other matters as authorized by law.

13. Bills over \$5,000 for period ending July 31, 2018.

14. Closing Roll Call.

15. **Adjournment to Wednesday, September 19, 2018 at 7:00 p.m., Legislative Room 203, 100 N. Jefferson Street, Green Bay, Wisconsin.**

Submitted by:



Patrick W. Moynihan, Jr.
Board Chairman

Notice is hereby given that action by the County Board of Supervisors may be taken on any of the items which are described or listed in this agenda. The County Board of Supervisors may go into **Closed Session:** Pursuant to Wis. Stats. § 19.85(1)(e) to deliberate or negotiate the purchasing of public properties, investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.



AUGUST 2018

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1 Public Safety 4:00 pm Admin Cmte 6:30 pm	2	3	4
5	6 Executive Cmte 5:30 pm	7	8	9	10	11
12	13	14 Veterans Recognition Subcmte 4:30 pm	15 Board of Supervisors 7:00 pm	16	17	18
19	20	21	22 Human Svc 5:30 pm	23	24	25
26	27 Land Con 6:00 pm PD&T 6:15 pm	28	29	30 Ed & Rec 5:30 pm	31	

BROWN COUNTY COMMITTEE MINUTES

*Benefits Advisory Committee (June 28 and July 10, 2018)

*Planning Commission Board of Directors (June 6, 2018)

To obtain a copy of Committee minutes:

http://www.co.brown.wi.us/minutes_and_agendas/

OR

Contact the Brown County Board Office or the County Clerk's Department

PROCEEDINGS OF THE BROWN COUNTY
BENEFITS ADVISORY COMMITTEE

Pursuant to Section 19.84, Wis. Stats., a regular meeting of the Brown County Benefits Advisory Committee was held on Thursday, June 28, 2018 at 10:00 am in Room 200 of the Northern Building, 305 E. Walnut Street, Green Bay, Wisconsin.

PRESENT: Jill Bomkamp, Jim Dagneau, Michael Keon, Sherry Officer, Louise Pfotenhauer, Dan Process, Kathryn Roellich, John Vander Leest and Julie Wall (M3)

EXCUSED: Erik Pritzl and Janelle Walton

1. Introductions.

Committee members were introduced.

2. Review of Section 4.115, Benefits Advisory Committee, of the Brown County Code of Ordinances.

Committee members were provided an overview of the origins of the Benefits Advisory Committee. No action taken.

3. Elect Committee Chair.

Motion made by Michael Keon, seconded by Sherry Officer to nominate Louise Pfotenhauer as Chair. Vote taken. **MOTION CARRIED UNANIMOUSLY**

4. Elect Committee Vice-Chair.

Motion made by John Vander Leest, seconded by Louise Pfotenhauer to nominate Michael Keon as Vice-Chair. Vote taken. **MOTION CARRIED UNANIMOUSLY**

5. Elect Committee Secretary.

Motion made by John Vander Leest, seconded by Sherry Office to nominate Dan Process as Secretary. Vote taken. **MOTION CARRIED UNANIMOUSLY**

6. Old Business: None.

7. New Business:

a) 2018 Review

Julie Wall, M3, explained the fixed and variable costs and overall results pertaining to the May 2018 Health Plan Performance Monitor Reports for Brown County, Active Employees, ADRC, Retirees and COBRA and the May 2018 Dental Plan Performance Monitor Report. Attachments A & B. No action taken.

At this time considerable discussion took place, but no action taken. Topics of discussion included:

- Premiums (Single, Family, Retirees, etc.)
- Health & Dental Fund (current balance and past balance/history)
- Health Reimbursement Account (HRA) Funding
- Incentives (Wellness)
- High Dollar Claims
- Affordable Care Act
- Tier Types

- Alternative Plans (Robin, State of Wisconsin, Reduced Networks, etc.)

b) 2018 Trends and Information

Julie Wall, M3, explained the Projected Funding Levels: 01/01/19 to 12/31/19 Report and indicated that these were only projections and that this is anticipated to decline throughout the year. Attachment C. No action taken.

c) 2019 Health Proposals

Although provided to the committee members, no discussion or action taken. Attachments D & E.

8. Committee Overview.

An overview was provided at the beginning of the meeting. No action taken.

9. Adjourn.

Motion made by Michael Keon, seconded by Jill Bomkamp to adjourn at 12:00 pm. Vote taken. **MOTION CARRIED UNANIMOUSLY**

Respectfully submitted,

Dan Process
Secretary

PROCEEDINGS OF THE BROWN COUNTY
BENEFITS ADVISORY COMMITTEE

Pursuant to Section 19.84, Wis. Stats., a regular meeting of the Brown County Benefits Advisory Committee was held on Tuesday, July 10, 2018 at 8:30 am in Room 201 of the Northern Building, 305 E. Walnut Street, Green Bay, Wisconsin.

PRESENT: Jill Bomkamp, Michael Couillard, Jim Dagneau, Michael Keon, Sherry Officer, Louise Pfotenhauer, Erik Pritzl, Dan Process, Kathryn Roellich and Julie Wall (M3).

EXCUSED: Pat Moynihan, Jr., John Vander Leest and Janelle Walton

1. Call meeting to order.

The meeting was called to order by Chair Louise Pfotenhauer at 8:35 am.

2. Roll Call.

Erik Pritzl, Human Services Executive Director, was introduced to the other committee members. On behalf of Kathryn Roellich, Michael Couillard, Benefits Specialist, was invited to attend today's meeting.

3. Approve/Modify agenda.

Motion made by Michael Keon, seconded by Jill Bomkamp to approve. Vote taken. **MOTION CARRIED UNANIMOUSLY**

4. Approve/Modify Minutes from June 28, 2018.

Motion made by Michael Keon, seconded by Sherry Officer to approve. Vote taken. **MOTION CARRIED UNANIMOUSLY**

5. Continue 2018 Review and discussion.

Julie Wall, M3, went over the May 2018 Health Plan Performance Monitor Reports for Brown County, Active Employees, ADRC, Retirees and COBRA and the May 2018 Dental Plan Performance Monitor Report for those individuals not at the June 28, 2018 meeting. No action taken. Attachments A & B.

Discussions surrounding the following topics ensued:

- Fixed costs associated with administration and plan expenses (Attachment C – Calculation of Funding Levels – Fixed Costs)
- Health Reimbursement Accounts (HRA's)
 - At this time it was noted that once an employees' HRA is at \$100 or less, the employee has 90 days to submit claims for reimbursement. After this 90 day timeframe, the unused balance is to be returned to the County's General Health Fund. Attachment D.
- Pharmacy Rebates

No action taken.

6. Review and discuss 2019 Health Insurance Options and Proposal.

Kathryn Roellich and Julie Wall discussed the County's 2019 health insurance options. The following items were mentioned:

- State Plan – Reviewed in 2017. Not an option for three years.

- Reduced Network Plans reviewed
 - 1/3 of plan participants would lose their chosen provider.
 - UMR (Fully-Funded) – No Prevea Network, 10.5 % premium increase, limited future negotiations regarding premiums.
 - Robin (Self-Funded) – No Prevea Network, currently not competitive.
- Budget Timeline

No action taken.

7. Health Insurance Options & Strategies for 2019.

Kathryn Roellich and Julie Wall discussed the following recommendations (Attachment E), each designed to help reduce specific injuries/claims and/or provide potential savings:

- Rx
- Medical Plans (Attachment F)
- Wellness Go365
- Mobile App
- Tele-Medicine 24/7 Access
- Weight Management
- Near-Site Clinic Collaboration
- Athletic Trainer
- Mental Health Gatekeeper
- On-site Health Management

No action taken.

8. Schedule next meeting.

The next meeting was scheduled for Tuesday, July 31, 2018 at 8:30 am.

9. Adjourn.

Motion made by Michael Keon, seconded by Sherry Office to adjourn at 10:30 am. Vote taken. MOTION CARRIED UNANIMOUSLY

Respectfully submitted,

Dan Process
Secretary

Minutes
BROWN COUNTY PLANNING COMMISSION
BOARD OF DIRECTORS
Wednesday, June 6, 2018
Green Bay Metro Transportation Center
901 University Avenue, Commission Room
Green Bay, WI 54302
6:30 p.m.

ROLL CALL:

Paul Blindauer	<u>X</u>	Kathleen Janssen	<u>X</u>	Norbert Van De Hei	<u>X</u>
Brian Brock	<u>X</u>	Dotty Juengst	<u>Exc</u>	Jason Ward	<u>Exc</u>
Norbert Dantine, Jr.	<u>X</u>	Dave Kaster	<u>X</u>	Dave Wiese	<u>Exc</u>
Bernie Erickson	<u>Exc</u>	Michelle Kerr	<u>X</u>	Matthew Woicek	<u>X</u>
Kim Flom	<u>X</u>	Patty Kiewiz	<u>X</u>	Reed Woodward	<u>X</u>
Steve Grenier	<u>Exc</u>	Michael Malcheski	<u>Exc</u>		
Mark Handeland	<u>X</u>	Austin Miloszewicz	<u>X</u>		
Matthew Harris	<u>X</u>	Gary Pahl	<u>X</u>	Br. Co. Board-DePere (Vacant)	
Frederick Heitl	<u>X</u>	Terry Schaeuble	<u>X</u>	Br. Co. Board-Rural (Vacant)	
Phil Hilgenberg	<u>X</u>	Glen Severson	<u>X</u>	City of Green Bay (Vacant)	

OTHERS PRESENT: Cole Runge, Lisa Conard, Dan Teaters, Kathy Meyer and Sandy Popp
 (Options for Independent Living)

1. Welcome new members: Michelle Kerr, representing the Towns of Scott and Pittsfield, and Austin Miloszewicz, representing the City of Green Bay.
2. Approval of the minutes of the April 4, 2018 regular meeting of the Brown County Planning Commission Board of Directors.

A motion was made by D. Kaster and seconded by P. Kiewiz to approve the minutes of the April 4, 2018 regular meeting of the Brown County Planning Commission Board of Directors.
 Motion carried.

3. **Public Hearing:** Mid-Year Update – Major Amendment #2 to the 2018-2022 Transportation Improvement Program (TIP) for the Green Bay Urbanized Area.

L. Conard opened the public hearing for the Amendment and provided a brief overview before taking comment.

A TIP contains a five-year program of:

- highway & road projects
- public transit projects
- transportation services for seniors & individuals with disabilities
- transportation facilities such as bicycle lanes, sidewalks, trails, and SRTS activities

The MPO is required to produce an annual Mid-Year document detailing any programming or funding modifications related to the urbanized area's federally funded transportation projects. The amendment also includes new required language as it relates to performance measures.

The update will be processed as a major amendment to the TIP. Because the amendment is considered a major amendment, guidelines require that a 15-day review and comment period as well as a public hearing be held. At this time, L. Conard asked if anyone would like to make a comment (asked three (3) times).

Sandy Popp stated that she works as an Independent Coordinator at Options for Independent Living and is a member of the Brown County Transportation Coordinating Committee. The only thing that she looked at and thought was interesting was there were going to be some changes to Metro, the building, some updates to counters, and the reception area. She stated that she accepts these improvements, but they need to meet code for persons with disabilities.

P. Kiewiz stated that currently these do not meet code, and that is what is generating the changes.

L. Conard closed the public hearing after determining that there were no additional public comments about the proposed TIP amendment.

L. Conard informed the commission that the requirements for a 15-day public review and comment period, as well as the public hearing, have been fulfilled.

4. Discussion and action on the Mid-Year Update – Major Amendment #2 to the 2018-2022 Transportation Improvement Program (TIP) for the Green Bay Urbanized Area.

L. Conard stated that no additional public comments were received. She also stated that the amendment was provided to the Transportation Subcommittee, and the Subcommittee had no objections. Staff is recommending approval.

A motion was made by R. Woodward and seconded by G. Pahl to approve the Mid-Year Update – Major Amendment #2 to the 2018-2022 Transportation Improvement Program (TIP) for the Green Bay Urbanized Area. Motion carried.

5. Discussion and action regarding a recommendation to use funds from Brown County's Section 85.21 Program Trust to pay for a Specialized Transportation Voucher Pilot Project in 2018.

C. Runge reviewed the staff report provided in the agenda packet and noted that until the end of 2017, the Aging and Disability Resource Center (ADRC) of Brown County administered the State Specialized Transportation Assistance Program for Counties (State Stat. 85.21) on behalf of Brown County. But beginning in 2018, the ADRC of Brown County and the other non-profit aging units in Wisconsin that administer the Section 85.21 Program for their counties were no longer able to administer this program. The state informed the non-profit aging units that this was no longer acceptable because the Section 85.21 Program must be administered by a county department.

At the beginning of 2018, the Brown County Planning and Land Services (PALS) Department became the administrator of the county's Section 85.21 Program.

The services that are funded through the Section 85.21 Program and the amounts allocated to these services are included in annual county plans that are approved by the organizations that oversee the programs.

In addition to receiving an annual Section 85.21 Program funding allocation from the state, each county is allowed to establish a Section 85.21 Program Trust that retains program funds that are unspent at the end of each year. The trust funds can be spent on capital and other projects that are related to the Section 85.21 Program and that benefit seniors and people with disabilities.

C. Runge continued that the Mobility Management Program for Brown County is proposing to use up to \$30,000 of Brown County's Section 85.21 Program Trust balance of \$77,894 to develop and implement a Specialized Transportation Voucher Pilot Project in 2018. This project will provide travel vouchers to seniors and people with disabilities to help cover the high costs of taxi and other "private-pay" trips that address unmet transportation needs identified through Brown County Transportation Coordinating Committee meetings, stakeholder surveys and discussions, transportation plans, and demand studies.

The Mobility Management Program for Brown County's Mobility Coordinator will use what is learned during the 2018 Specialized Transportation Voucher Pilot Project to develop a Specialized Transportation Voucher Program that will be included in Brown County's 2019 Section 85.21 Program Plan. The 2019 Section 85.21 Program Plan will be presented to the BCPC Board of Directors for approval consideration in December of 2018. If the voucher program is approved in the 2019 plan, it will be funded by a portion of Brown County's 2019 Section 85.21 Program state allocation and a portion of the county's required local match (20 percent).

The use of funds from Brown County's Section 85.21 Program Trust to cover the cost of the proposed 2018 Specialized Transportation Voucher Pilot Project has been approved by the Wisconsin Department of Transportation (WisDOT).

A motion was made by P. Kiewiz and seconded by K. Flom to open the floor. Motion carried.

Sandy Popp, Options for Independent Living and Brown County Transportation Coordinating Committee, stated that this program is needed as C. Runge said. She stated that she just got a call from an individual who uses a wheelchair last week saying that the individual works out of range for almost all transportation services except taxis. She also asked if some vouchers would be more expensive for trips using vehicles that require wheelchair lifts.

C. Runge stated that it is possible that vouchers will have different values. He also stated that one of the challenges we face is identifying an eligible taxi or other transportation service that is able to provide trips at all hours of a day throughout the year to people who use wheelchairs and other mobility devices.

S. Popp stated that she wanted to make sure the higher prices were mainly due to wheelchair accessibility and the lack of providers in the area. S. Popp continued that she urges a yes vote for the proposed voucher project. She stated that this is a wonderful project, and there are other communities that have similar programs and utilize the programs well. She also stated that she thinks this would be a great addition for people with disabilities to continue to maintain employment.

A motion was made by G. Pahl and seconded by M. Harris to return to regular business. Motion carried.

Discussion occurred on how the program may be administered (who will be eligible for the vouchers, trip purposes, times of day, etc.). C. Runge stated that details still need to be worked through as well as legal ramifications and liability issues.

Staff recommends that the BCPC Board of Directors approve the use of \$30,000 from Brown County's Section 85.21 Program Trust for the proposed 2018 Specialized Transportation Voucher Pilot Project.

A motion was made by G. Pahl and seconded by K. Flom to approve the recommendation to use funds from Brown County's Section 85.21 Program Trust to pay for a Specialized Transportation Voucher Pilot Project in 2018. Motion carried.

6. Discussion and approval of the Water Quality Grant Agreement between Wisconsin Department of Natural Resources and Brown County Planning Commission.

D. Teaters summarized the grant agreement. D. Teaters stated that due to different fiscal years between the state and federal governments, the Wisconsin DNR is only able to grant us \$20,000 during the first part of the year. The other \$20,000 is planned to be awarded to us later this year for a total grant of \$40,000.

Staff is recommending approval and signing of the contract tonight for the first half of the award.

A motion was made by G. Pahl and seconded by M. Harris to approve the Water Quality Grant Agreement between Wisconsin Department of Natural Resources and Brown County Planning Commission. Motion carried.

7. Director's Report.

C. Runge provided a staff update. C. Runge stated two Planner 1s were recently hired; one for the Housing Program and one for Transportation. The Housing Planner started last week and the Transportation Planner will begin at the end of June.

C. Runge stated that our second MPO certification review will be held in July. The Federal Highway Administration and WisDOT in conjunction with the Federal Transit Administration are inviting the planning commissioners to attend an open house. The open house will be held at Green Bay Metro on Wednesday, July 11, 2018 at 5:00 p.m.

There will not be a July meeting due to the July 4th holiday. The lodge at the Reforestation Camp has been reserved for the August meeting. If you have any ideas to hold the meeting at another location, please contact our office.

An update on the Southern Bridge project was requested.

C. Runge stated that the project's traffic analysis and conceptual interchange design are finished and have been submitted to WisDOT for review. The preliminary findings of the traffic analysis indicate that the only project alternative that will enable the street and highway system to adequately handle future traffic volumes is the alternative that includes a new Fox

River bridge at Rockland and Red Maple/Southbridge Roads and a new Interstate 41 interchange at Southbridge Road. C. Runge also stated that BCPC staff will meet with WisDOT staff, Brown County Public Works Department staff, and a representative of SRF Consulting on June 12 to begin the process of reviewing the traffic analysis report and conceptual interchange design.

8. Brown County Planning Commission staff updates on work activities during the months of April and May 2018.

A motion was made by G. Pahl seconded by P. Kiewiz to receive and place on file the staff updates. Motion carried.

9. Other matters.

None.

10. Adjourn

A motion was made by G. Pahl and seconded by P. Kiewiz to adjourn. Motion carried.

The meeting adjourned at 7:05 p.m.

**STAFF REPORT
TO THE
BROWN COUNTY PLANNING COMMISSION
June 6, 2018**

April & May 2018 Staff Activity Reports

The recent major planning activities of Chuck Lamine, Planning Director:

- Coordinated and attended the Brown County Planning Commission meeting April 4.
- Attended Economic Development Committee Department Head meetings with County Executive.
- STEM Innovation Center Building Project Management:
 - Several meetings with County Executive and various County representatives regarding development of the Brown County Research and Business Park and the STEM Innovation Center Building.
 - Attended several Design Programming Meetings as well as detail meetings with the building tenant groups.
 - Developed Operations and Maintenance (O&M) Cost Estimates for building.
 - Updated detailed task list and completion schedule with UW System, WisDOA-State Building Commission and County staff.
 - Developed project cost analysis (opinion of probable costs) for comparison to budget.
 - Met with Somerville staff to identify bid alternatives to be considered for project cost reduction if needed.
 - Completed all day "page turn" meeting to go over final design with design team.
 - Worked with Risk Manager on Land and Building Lease documents.
 - Met with Somerville staff to discuss landscape design issues.
 - Met with Somerville staff to discuss data and information technology design issues.
 - Coordinated with WPS electrical connections to building.
 - Met with building occupants to address space reallocation alternatives.
 - Several meetings with design team on site plan.
 - Several meetings on building access system.
 - Facilitated Request for Bids document preparation for Construction bids.
- CDBG Housing program:
 - Conducted recruitment and interviews for the Planner I – Housing position.
 - Assisted the Senior Planner – Housing with 2017 grant administration for State CDBG Housing Rehabilitation program.
 - Assisted Senior Planner - Housing with project coordination.
- Coastal Management Grant Safe Harbor Study
 - Coordinated with Parks Manager and Senior Planner regarding potential boat ramp improvement opportunities.
- Town of Green Bay Marion Shrine Area Plan Study
 - Coordinated with Senior Planner and Town of Green Bay representatives.
 - Participated in Town of Green Bay Visioning Session
- Attended the Oneida Nation Economic Development Strategic Plan Visioning Meeting on April 12.
- Attended the Brown County/City of Green Bay Stadium District meeting on April 16.

- Coordinated with Senior Land Use Planner regarding Sewer Service Area Plan questions and Environmentally Sensitive Area (ESA) protection.
- Discussed the status of the Interstate Access Justification Report's (IAJR's) Engineering and Operations Analysis with Brown County's consultant (SRF) and the Principal Transportation Planner.
- Discussed the status of the Interstate Access Justification Report's (IAJR's) Engineering and Operations Analysis with the Brown County executive and the Principal Transportation Planner.
- Met with the Director of Public Works and the Principal Transportation Planner to discuss Southern Bridge arterial construction schedule and cost estimates.
- Met with County Executive, Principal Transportation Planner, Director of Administration and Town of Lawrence Administrator to discuss Southern Bridge planning efforts.
- Conducted Planning and Land Services Department managers staff meetings and Planning Staff meetings.
- Attended several coordinating meetings to discuss implementation of the new land records computer system (LandNav) with PALS, Technical Services, and Treasurer's Office staff.
- Personnel:
 - Completed recruitment of Real Property Lister position.
 - Completed recruitment of Central Services Specialist (Property Listing) position.
 - Completed recruitment of Planner I – Housing position.
 - Completed recruitment of Planner I - Transportation position.
 - Completed recruitment of County Surveyor position.
 - Initiated review of 2018 Class & Compensation Position Reviews.
 - Initiated request to fill for vacant Property Analyst position.
 - Attended Pay Scale Class & Compensation program roll-out meeting.

The recent major planning activities of Cole Runge, Principal Transportation Planner:

- Developed and sent correspondence to the Wisconsin Department of Transportation (WisDOT) and the Federal Highway Administration (FHWA) regarding the information WisDOT and FHWA will require in the Interstate Access Justification Report's (IAJR's) Engineering and Operations Analysis Final Report.
- Finished developing a PowerPoint summary of the Southern Bridge project's status and next steps for a presentation to the De Pere Common Council. Also presented the PowerPoint summary to the De Pere Common Council and answered questions from council members.
- Presented an update of the Southern Bridge project during a meeting of the Brown County Executive's Southern Bridge Coalition. Also answered questions from meeting participants.
- Participated in a meeting with representatives of Senator Tammy Baldwin, Representative Mike Gallagher, and the Green Bay Area Chamber of Commerce to discuss the status of the Southern Bridge project.
- Developed information regarding the Southern Bridge project and the federal share of all transportation projects at the request of the County Executive for upcoming meetings with federal elected officials.
- Updated the Southern Bridge project's Frequently Asked Questions (FAQs) summary on the BCPC/MPO website.

- Reviewed the regulations for the federal Better Utilizing Investments to Leverage Development (BUILD) Transportation Grant Program to determine if this program could help fund the Southern Bridge project.
- Discussed developing a travel voucher pilot project for seniors and people with disabilities with the Mobility Coordinator of Brown County and the Senior Transportation Planner. Also contacted WisDOT to find out if funds from Brown County's Section 85.21 Program Trust can be used to pay for the pilot project.
- Developed a report to the BCPC Board of Directors regarding a recommendation to use funds from Brown County's Section 85.21 Program Trust to pay for a specialized transportation voucher pilot project in 2018.
- Participated in a meeting with the County Planning Director, Village of Hobart President, and other Brown County representatives to discuss past planning efforts for and the status of a new State Highway 29 interchange at County Highway VV. Also prepared and sent information to the Hobart Village President following the meeting.
- Reviewed draft language from WisDOT regarding transportation system performance measures that will be added to the cooperative agreement between the Green Bay Metropolitan Planning Organization (MPO), WisDOT, and Green Bay Metro.
- Reviewed and commented on the Green Bay Area Public School District/City of Green Bay Safe Routes to School - Bicycle and Pedestrian Plan consultant's responses to the consultant selection committee's scope counterproposal.
- Reviewed and prepared comments regarding the proposed work plan and schedule for the Green Bay Area Public School District/City of Green Bay Safe Routes to School - Bicycle and Pedestrian Plan.
- Prepared for and participated in the kick-off meeting for the Green Bay Area Public School District/City of Green Bay Safe Routes to School - Bicycle and Pedestrian Plan.
- Collected and sent existing bicycle and pedestrian plans, studies, and other information to the consultant that was chosen to develop the Green Bay Area Public School District/City of Green Bay Safe Routes to School - Bicycle and Pedestrian Plan.
- Collected and recorded ridership and financial data from the Brown County Section 85.21 Program funding recipients for March and April. Also collected reimbursement requests from the recipients for March and April and forwarded them to the PALS Administrative Coordinator for processing.
- Developed a ridership report for Brown County's Section 85.21 Program for the first quarter of 2018 and submitted the report to WisDOT.
- Finished developing a PowerPoint summary of the Oversized-Overweight (OSOW) Truck Route Study that I prepared for the Port of Green Bay at the request of the Port Director. Also presented the OSOW Truck Route Study PowerPoint at the 2018 Port Symposium in Green Bay and answered questions from the symposium participants.
- Completed the MPO's report and reimbursement request to WisDOT for the first quarter of 2018. Also prepared a transportation division expense report for the first quarter and submitted it to the Brown County Administration Department.
- Prepared for and participated in a conference call with WisDOT representatives and staff from the state's other MPOs regarding WisDOT's proposed revisions to the Surface Transportation Block Grant (STBG) Program.
- Developed questions for WisDOT regarding WisDOT's proposed revisions to the STBG Program and sent them to WisDOT and the state's other MPOs. Also developed and sent a response to WisDOT's correspondence regarding its decision to withdraw its STBG restructuring proposal.

- Attended a local officials meeting in De Pere regarding the status of state transportation projects and funding. The featured speaker at the meeting was WisDOT Secretary Dave Ross.
- Distributed weekly construction project updates from the City of Green Bay and City of De Pere to members of the Brown County Transportation Coordinating Committee (TCC). The TCC members were asked to pass this information along to their clients and/or their clients' caregivers so they will know where and when sidewalks and crosswalks may be inaccessible.
- Prepared the agenda for the June 2018 meeting of the Brown County TCC.
- Prepared information regarding overnight parking programs for the April 2018 Brown County Traffic Safety Commission meeting. Also presented the information at the meeting and answered questions from meeting participants.
- Worked with the Transportation/GIS Planner and a private transportation provider to develop route maps for a safe ride transportation service that is being funded by the Brown County Tavern League.
- Reviewed interview questions for the Transportation Planner position. Also participated in an interview of an applicant for the position with the County Planning Director. Following the interview, I completed three reference checks for the applicant.
- Reviewed information for the MPO's Transportation Management Area (TMA) Certification Review that will be conducted by WisDOT, FHWA, and the Federal Transit Administration (FTA) on July 11 and 12 of 2018. Also sent requested information to FHWA for review.
- Prepared for and participated in a 2018 TMA Certification Review preparation conference call with representatives of WisDOT, FHWA, and FTA.
- Prepared responses to the recommendations in the MPO's 2014 TMA Certification Review Report at the direction of FHWA. Also sent the responses to FHWA.
- Developed a public notice for an open house meeting that will be held at the end of the first day of the July 2018 TMA Certification Review. Also sent the notice to FHWA for review and comment.
- Reviewed and commented on the Draft Green Bay Metro Route Review for May of 2018.
- Reviewed and tested the Wisconsin Traffic Operations and Safety (TOPS) Laboratory's new mobility performance assessment tool website.
- Worked with the Senior Transportation Planner to develop a transportation system performance measures section for the MPO's Transportation Improvement Program (TIP).
- Participated in a quarterly MPO Directors meeting in Madison.
- Developed a 2018 MPO Transportation Planning Work Program status report at the direction of WisDOT for the MPO's mid-year review conference call with WisDOT and FHWA. Also presented information during the mid-year review and answered questions from review participants.
- Completed a survey regarding the coordination of planning activities between the Green Bay MPO and other MPOs in Wisconsin.
- Reviewed and commented on draft bus route revisions that were developed by Green Bay Metro administrative staff.

The recent major planning activities of Lisa Conard, Senior Transportation Planner:

- Continued work on the 2019-2023 Green Bay Metro - Transit Development Plan to be issued in 2018.
 - Continued to collect data and write various chapters

- Developed written summary of the results of the online interactive map and survey.
 - Developed written summary of the results of the Green Bay Metro frontline staff survey.
 - Met with Metro staff.
 - Met with Green Bay Area Public School District staff regarding fixed route bus service to middle and high schools.
 - Provided update to Green Bay Transit Commission.
- Concluded work on current Transportation Alternatives Program (TAP) project solicitation and approval cycle. A total of \$996,616 in TAP funds was assigned by the BCPC available to urbanized area projects through 2022.
 - Assisted in preparation of a staff report and PowerPoint and presented them to the BCPC Board of Directors the evening of April 4.
 - Submitted approved projects list to WisDOT.
- Began preparing the *Mid-Year Update-Amendment #2 to the 2017-2021 Transportation Improvement Program (TIP) for the Green Bay Urbanized Area*.
 - Worked with WisDOT and Metro staff to identify amendment detail.
 - Prepared draft amendment document.
 - In conjunction with the Principal Planner, drafted new section to address the requirement that Transportation Improvement Programs (TIPs) and TIP Amendments approved on or after May 27, 2018 must include a description of how the TIP or amendment contributes to achieving approved performance targets as outlined in the FAST ACT.
 - Submitted draft document to interested parties and FHWA, FTA, and WisDOT.
 - Prepared and issued public participation materials, social media posts, and legal notice.
 - Scheduled public review and comment period and public hearing.
- Began work on the *Draft 2019-2023 Transportation Improvement Program (TIP) for the Green Bay Urbanized Area*.
 - Issued project solicitation notices for the upcoming 2019-2023 Transportation Improvement Program (TIP)
- Reviewed one production report issued by WisDOT regarding local STBG funded projects.
- Consulted and/or provided information to Metro staff regarding various service, compliance, and/or other issues.
- Participated in the Mobility Management Program for Brown County Focus Group meeting on March 29. Provided review and comment on use of a tracking sheet for documenting unmet transportation needs at area medical facilities. Reviewed results of survey distributed and tabulated by the Mobility Coordinator.
- Participated in the April 18 meeting of the NE WI Regional Access to Transportation Committee. The purpose of the committee is to address issues relating to transportation for low income populations, seniors, and individuals with disabilities. Emphasis is placed on coordination and funding. Presented report regarding the purchase and use of Green Bay Metro bus passes by the State of Wisconsin Department of Health Services (DHS) Non-Emergency Medical Transportation (NEMT) provider.
- Presented the *2018 Green Bay Metro – Annual Route Review and Analysis Report* to the Green Bay Transit Commission on May 16. All of Metro's full service fixed routes, paratransit program, and other issues were examined. Also began and completed the *Green Bay Metro - Quarterly Route Data and Analysis Report* for May.
- Documented select MPO procedures in Microsoft OneNote.

- Participated in MPO staff and BCPC staff meetings as necessary.

The recent major planning activities of Dan Teaters, Senior Planner:

Projects

- Town of Holland Comprehensive Plan Update
 - Presented Draft Chapters 2 & 6
 - Completed Draft Chapters 8 & 9
 - Met with Holland Clerk to discuss information
- Certified Survey Maps (CSMs)
 - Began Review of 21 new CSMs
 - Completed review of 12 CSMs
 - Signed and filed 20 CSMs
 - Cursory review for City of De Pere and City of Green Bay
 - C of De Pere: 0
 - C of Green Bay: 1
- Plats
 - Preliminary Plats
 - Began review of 1 preliminary plats
 - Completed review of 4 preliminary plat
 - Final Plats
 - Began review of 6 final plat
 - Completed review of 6 final plats
 - City Plat Reviews
 - Reviewed 0 plats in the City of Green Bay and 0 plats in the City of De Pere pursuant to Wisconsin Statutes Sec. 236.12(2)(b)
- ESA Amendments
 - Completed 1 ESA Plan Corrections
 - Completed 0 Minor ESA Amendment
 - 0 site visits to assess ESA conditions
 - Uploaded 1 ESA amendments to WDNR SWIMS account
- MS4 Permit
 - Met with Highway Dept. to discuss the MS4 Permit submittal 4/20/18
 - Compiled and completed submission of the MS4 Permit to WDNR
- Sewer Service Area Amendments (SSA)
 - Completed review of 1 SSA – T of Lawrence
 - Uploaded 1 SSA amendments to WDNR SWIMS account
- Water Quality Management (WQM) Letter
 - Completed 6 reviews/letters
- WDNR Water Quality Grant
 - Completed 1st Quarter report and reimbursement request
- Assisted 75 members of the public or local communities with inquiries related to Farmland Preservation, zoning, natural resources, and/or land division questions.
- Provided additional planning services and ESA related duties, including advice on inquiries related to potential major and minor ESA amendments, identification of ESA violations, and assisting the public regarding allowed and restricted uses within an ESA buffer.
- Attended the Brown County Town Advisory Meeting at the Brown County Highway Department – 4/23/18

- Attended a Local Zoning workshop – Hosted by UW Extension and UW Stevens Point – 4/18/18
- Attended Town of Holland Town Board Meeting 5/7/18

The recent major planning activities of Devin Yoder, Senior Planner:

General Planning/Local Assistance

- Attended regular BCPC staff meetings.
- Assisted other staff in creating marketing brochure with BCPC services to hand out to interested communities and municipal officials.
- Attended UW Extension conference call presentation on flood plain zoning on April 11, 2018.
- Attended BC Public Works Town Meeting to present BCPC Local Assistance program on April 23, 2018.
- Reached out to communities with comp plan updates coming due to start conversation with how BCPC staff can assist them.
- Attended UW Extension conference call presentation “Dealing with Conflict in Local Land Use Decision-making” on May 9, 2018 at the City of De Pere.
- Created new comp plan update proposals for the Town of New Denmark and the Village of Denmark.
- Attended Town of New Denmark Town Board meeting on May 14, 2018, to present a comprehensive plan update proposal for 2019-20 to the town board.
- Assisted in reviewing CSMs ready for signature.

Safe Harbors Study

- Completed and submitted 1st Quarter report
- Corresponded with assigned grant specialist to inquire about possibly extending grant timeframe in order to have additional time for planning research around potential sites that could have future boating/water access facilities.

Town of Wrightstown Comp Plan

- Continued writing Chapter 7 and revising maps.
- Met with Town Planning Commission on April 2nd to start reviewing Chapters 1, 4, 5, and 7.
 - Staff will present Chapters 3 and 6 at May meeting.
- Started writing Chapters 3 and 6, and created accompanying maps.
- Met with Town Planning Commission on May 7 to review Chapter 3, and talk about current issues.
 - Staff will present Chapter 6 at June meeting.
- Continued writing Chapter 6 – Utilities and Community Facilities.
- Field visit to the town for additional pictures for document.
- Started writing Chapter 8 – Intergovernmental Cooperation and collecting information about and corresponding with different entities that work with or provide services to the Town.

Town of Green Bay Area Development Plan

- Met with different interested town residents to talk about the planning process, gather information, and answer project-related questions.
- Prepared for and coordinated Town visioning session on April 17th to highlight key issues for the Town and the Shrine area.
- Compiled results of the visioning session, created and mailed out a survey to all the participants and other interested people to vote on their top issues.
- Corresponded with interested town residents on the survey following the April visioning session.
- Received surveys that staff mailed out at the beginning of May. Compiled results from survey to start drafting recommendations.

The recent major planning activities of Todd Mead, Senior Housing Planner:

- Prepared and ordered four (4) interim site inspections for Northeastern Wisconsin Community Development Block Grant (CDBG) Housing Loan Program clients.
- Prepared and ordered one (1) initial housing quality standards (HQS) inspection for a Brown County Revolving Loan Fund (RLF) Housing Program client.
- Prepared and ordered three (3) initial HQS inspections for CDBG clients.
- Prepared and ordered two (2) final site inspections for CDBG clients.
- Prepared and ordered one (1) lead-based paint clearance for a CDBG client.
- Met with four (4) CDBG clients and the contractors to prepare them for their future rehabilitation projects.
- Opened one (1) new Brown County RLF application.
- Opened nine (9) new CDBG applications.
- Prepared and closed seven (7) CDBG Housing Rehabilitation Loans.
- Prepared one (1) Brown County RLF Environmental Review.
- Prepared six (6) CDBG Environmental Reviews.
- Prepared and corresponded with four (4) bid documents to CDBG applicants for future rehab projects.
- Reviewed and prepared five (5) mortgage loan satisfactions for existing CDBG clients due to project change orders or payoffs.
- Attended staff meetings.
- Prepared for and attended a Brown County Lead Coalition Meeting.
- Prepared, organized and submitted 1st quarterly CDBG reporting to WDOA-DEHCR.
- Prepared for and attended a USDA Rural Housing Meeting to discuss our programs and how we can coordinate efforts to help those in need in Northeast Wisconsin.
- Prepared, attended, and presented at a public hearing organized/given by Village of Wausaukee in Marinette County.
- Continued to work on new and existing applicant files from Northeastern Wisconsin CDBG counties.
- Continued to work on new and existing applicant files from Brown County RLF Program.
- Continued general outreach and marketing efforts for our RLF and CDBG-Housing Loan Programs.
- Worked, prepared and followed up with yearly RLF and CDBG residency letters.

The recent major planning activities of Jeff DuMez, GIS/Land Records Coordinator:

- Continued assisting Public Safety Communications (PSC) with the 911 Computer Aided Dispatch project, addressing & street issues, and other tasks. Weekly conference calls.
- Continued to participate in the Land Records System upgrade project. Participated in meetings as needed.
- Began work on the 2020 US Census "LUCA" program (Local Update of Census Addresses).
- Attended the "Dark Sky" event at the emergency operation center.
- Participated in meetings with the Technology Steering Committee.
- Made thousands of edits to the GIS database (new subdivisions, street additions/vacations, annexation, addressing, navigability determinations, environmentally sensitive areas, etc.)
- Provided GIS information for various county departments as needed.
- Provided GIS data or other services for private businesses, local governments, state and federal agencies.
- Assisted many other people with miscellaneous service, data, and training requests.
- Attended staff meetings as needed.

The recent major planning activities of Ker Vang, Planner I (GIS/Transportation):

- Assigned three addresses in the Town of Green Bay, three addresses in the Town of Pittsfield and an address in the Town of Eaton.
- Began to create maps for the new proposed eastside routes (2, 7, 12, 13, 14, 15, 16, and 18) and Limited Service Routes (70 AM and 70 PM). Continue to update paratransit boundary service area and Green Bay Metro Transit guide.
- Created two 24x36 maps of the new proposed eastside routes for Green Bay Metro's open houses.
- Updated Green Bay Metro website link to the TIP story map online.
- Obtained state and federal pavement surface data from WisDOT. Analyzed data and created a map displaying pavement surface conditions. Began to write and summarize the pavement surface rating section in the transportation system performance measures report.
- Created three draft maps identifying safe ride routes.
- Geocoded address locations for Curative Connections transportation program. Created a map identifying origins/destinations.
- Updated bicycle facilities data and the bicycle facility story map online.
- Continue to update bicycle parking locations using google map street view.
- Compiled transportation GIS data for the consultant that will be working on the Green Bay Area School Public District Safe Routes to School Plans and City of Green Bay Bicycle and Pedestrian Plan.
- Showed MPO staff member how to download documents and use the IPAD for future meetings.
- Assisted with the Town of Green Bay Shrine Area visioning session on April 17.
- Participated in the Greater Green Bay Active Communities Alliance meeting on April 4.
- Watched the webinar presentation, "FHWA Guidebook for Measuring Multimodal Network Connectivity", on May 1.
- Participated in the webinar, "Analysis of the Contribution of Transportation and Land Use to Citizen Perception of Livability", on May 4.
- Participated in the teleconference, "Dealing with Conflict in Local Land-Use Decision Making," on May 9.
- Participated in the webinar, "Developing Under A Form-Based Code," on May 30.

- Updated broken links to story maps on the transportation website.
- Posted announcements on Facebook and Twitter in the month of May.
- Participated in MPO staff meeting as required.
- Participated in PALS staff meetings monthly.